

<b>Procedure: <i>Conducting a Course</i></b>	
<b>Issue Date: May 5, 2000</b>	<b>Procedure ID: P-TR-010</b>
<b>Supersedes: March 8, 2000</b>	<b>Rev/Change 2.0</b>

1. **Purpose:** To describe how to teach a session of a course. Covers preparation, teaching and cleanup.
2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.
3. **Responsibility:** Instructor
4. **Support:** Training Coordinator
5. **Invoked By:** As Needed

**6. Inputs:**

Course Description	Defined in Glossary (Appendix G)
Course Materials	Defined in Glossary (Appendix G)
Attendance Sheet	S-TR-010

**7. Outputs:**

Attendance Sheet	S-TR-010
Student Answer Sheet	Defined in Glossary (Appendix G)
Course Critique	S-TR-050
Course Preparation Checklist	S-TR-020

**8. Procedures Invoked:**

Evaluating a Course	P-TR-020
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**9. External Procedures Referenced:** N/A

**10. Procedure Steps:**

- a) The Program Manager designates a person to be the Training Coordinator who will be responsible for supporting the Instructor in the conduct of the course. The Training Coordinator will use the Course Preparation Checklist (S-TR-020) as a guide to make preparations for the course.
- b) The Training Coordinator reserves the classroom for the designated course times.
- c) The Training Coordinator arranges to have all the necessary materials copied (student workbooks, Attendance Sheets, Student Answer Sheets, Course Critiques, non-disclosure agreements, etc.).
- d) If necessary, the Training Coordinator (with consultation from the Instructor) chooses a menu to fit the budget. The Training Coordinator estimates the amount of food needed, calls the caterers to order the food, and arrange for payment and delivery. (Suggest that you use a vendor who delivers.)

- e) Before class, the Instructor reviews the course materials and prepares to teach.
- f) Before class, the Training Coordinator arrives early to make sure the classroom is set up, assure training material is ready and set up coffee (optionally breakfast).
- g) The Instructor teaches the course using the approved material.
- h) During class, the Training Coordinator helps the Instructor as needed. Typical tasks include making copies, providing supplies, handling phone messages, meeting the caterers, setting up the food, notifying the Instructor that the food is ready and making sure all students sign the Attendance Sheet.
- i) After class, the Instructor collects a Course Critique from each student. The Instructor also collects the Attendance Sheet, Student Answer Sheets, etc.
- j) After class, the Training Coordinator helps the Instructor collect all Student Answer Sheets, Course Critiques, etc. and tidies up the room.
- k) If a meal was served, the Training Coordinator supervises disposal and cleanup of food items.
- l) The Training Coordinator performs the evaluation of the course per the Evaluating a Course procedure (P-TR-020).
- m) The Training Coordinator makes copies of the documents and distributes as specified in the table contained in Note 1.
- n) The Training Coordinator labels a folder with course name and date and puts the originals in the folder and places it in the file cabinet.
- o) If the Instructor is from out of town, the Training Coordinator packs and ships materials to the Instructor.

## 11. Notes:

- a) Distribution of Course Documentation:

	CM	CSPG	Training Coordinator	Instructor of Course
Attendance Record	O	C	C	
Critiques	O	C		
Critique Statistics	O	C	C	C
Pre/Post Test Answers	O			
Pre/Post Test Statistics	O		C	C

O = Original, C = Copy